**HIGHGATE HILL HOUSE SCHOOL**

A Passion for Education, A Vision of Excellence, A Mission to Succeed

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| Admissions Policy |
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Adopted by the Proprietor on 01/03/2017

Last Reviewed: June 2020

To Be Reviewed: June 2021

Highgate Hill House School is an exclusive Special Needs School. Our specialism is Autism and Social, Emotional and Mental Health Needs. We admit local Devon and Cornwall students to our full-time programs who have difficulties with:

Behaviour or ability to socialise, for example, they struggle to make friends.

Reading and writing, for example, because they have dyslexia.

Ability to understand things.

Concentration levels, for instance, because they have ADHD.

This means a special educational provision should be made for them. We admit both boys and girls, aged 5 to 16 years. We are a day school for up to 35 pupils.

Each application will be handled personally by our Head Teacher.

**A Quick Guide to the EHCP Process & Admission to HHHS**

A parent or professional can request an EHCP. The Local Authority will consider this request. If they agree to go ahead with the assessment, the process should take 20 weeks to the final plan being issued. Information about the level of need associated with an EHCP is available on the LA websites. When parents receive the draft EHCP they have 15 days to respond to say if they want any amendments. This is when they can name a school. They can name Highgate if it is their preferred school, as we are registered with the DfE and Ofsted.

The LA must consider this request, unless the school named is believed to be

*• unsuitable for the age, ability, aptitude or SEN of the child or young person*

*or*

*• the attendance of the child or young person there would be incompatible with*

*the efficient education of others or the efficient use of resources*

Highgate is an independent school and charges fees to the LA. The level of fees is agreed on a case by case basis, depending on the level of needs of each child. LA’s will only usually agree to place children who have an EHCP, where it has also been agreed that a special school is necessary to meet the child’s needs. The decision about whether a special school placement is appropriate is made by the LA in conjunction with health colleagues. This is the due legal process and is made at the conclusion of the statutory assessment or via the Annual Review process.

Advice about school placements can be sought from the SEN Assessment & Provision Team at Cornwall County Council, 0-25 SEND Team at Devon County Council or SENDiass.

If parents do not agree with the LA’s decision they have the right to go to mediation or appeal to the Tribunal

The Government funds Independent Supporters to help families through the EHCP process. They are known as SENDiass (special educational needs or disability information advice and support service) previously known as Parent Partnership. They will support families throughout this process.

[www.cornwallsendiass.org.uk](http://www.cornwallsendiass.org.uk/)

sendiass@disabilitycornwall.org.uk

T: 01736 75192

[www.devonias.org.uk](http://www.devonias.org.uk)

[devonias@devon.gov.uk](http://www.devonias.org.uk/mailto%40devonias%40devon.gov.uk)

T: 01392 383080

If a child already has an EHCP and parents want a move to Highgate, they need to do this through the Annual Review process. At this meeting school staff, parents and any other professional involved would need to provide evidence that the school cannot meet the child’s needs, as set out in the EHCP and that even with additional top-up funding that they could not do this. The school have 2 weeks to write up the recommendations from the meeting. The LA will then consider if they will agree to a change of school.

If parents disagree with the LA, they can go to mediation or appeal to Tribunal.

If the LA agrees to consult with Highgate, they will send the Headteacher the pupil’s EHCP and ask the Headeacher to write a report detailing how we would meet their needs. The Headteacher would need to meet the child, family and previous school and then detail the timetable, curriculum and therapies that we would offer, staffing levels, specialist equipment, monitoring processes etc. This would take approx. 1 week. The LA would then have 2 weeks to consider our response. They may also consult other schools at the same time and then consider all responses.

If they agree to place with us, they would then take 1 week to organise transport.

Placements are contracted using the National Schools’ Contract. A copy of this is available on request.

**Leaving Highgate Hill House School**

Children will typically remain at HHHS until the end of year 11. However, there may be times when a pupil has made such significant progress that they may be ready to move on to a less specialist setting or a mainstream school. We work with Local Authorities, pupils, parents and other providers to plan this through the Annual Review of the EHCP.

If we feel that we are unable to meet a pupil’s needs and that another school placement needs to be considered, we will plan this through the Annual Review of the EHCP. It is not our policy to issue to fixed term or permanent exclusions. However, the school holds the rights to do this in response to extreme circumstances.